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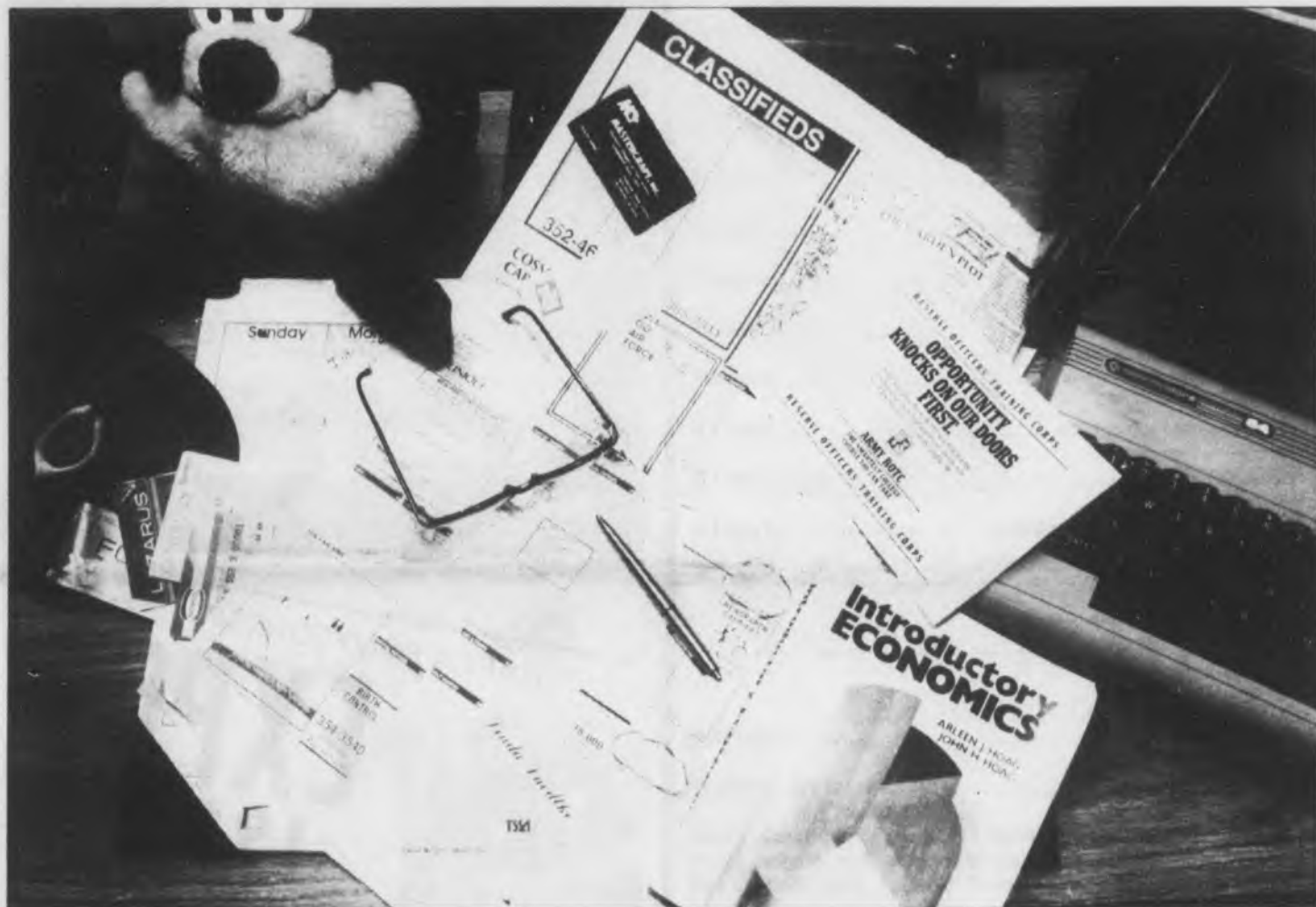
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Your Future...



CAREERS

A Special Edition of

The BG News

Oct. 24, 1988

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Cover illustration by Eric Mull

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Experience helps in job hunt



By Beth Church

Hours of sitting in waiting rooms, countless unreturned phone calls, endless rejections by employers — to the relief of many job applicants, all of this grief does not have to be a part of looking for a job, according to one University official.

"People just have to know where they're going to get somewhere," said Louise Paradis, assistant director of the Placement Office.

Paradis said the first step in beginning the search for a job is self-assessment.

"Self-assessment is the cornerstone of every successful job search," she said.

"When employers look to hire someone new, they have a specific idea of the perfect candidate in mind," Paradis said. "They are searching for someone who has the skills, abilities, education and experience of that ideal worker they are picturing." Self-assessment, she said, involves analyzing one's experiences and goals.

"Students looking for a job need to know how to articulate the ways in which

**See Search
Page 4.**

Many students start their job search by looking in the classifieds.

Photo illustration/Susan Schulz

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"EXPLORING PLACEMENT OPPORTUNITIES"

Career Office plans activities

By Tracy Richards

The Counseling and Career Center is sponsoring several events in the upcoming weeks to help students with both decided and undecided majors.

Career opportunities are open throughout the year, but within the next two weeks a series of programs will be offered for both the National Week for Careers in Student Affairs and the National Career Development Center.

During the National Week for Careers in Student Affairs, which begins today the Counseling and Career Development Center will be co-sponsoring a program tonight "to make students aware of the field of Student Affairs," Janet Harrington, career counselor at the Center, said.

"The program will have 10 to 12 guest speakers who will tell how they got into student affairs and what they are doing now," Harrington said.

Many students do not realize that a career in Student Affairs is possible.

"The main thrust of these weeks are to make students more aware of not only the careers and occupation out there, but also to make them aware of the resources on-campus that can help them to make career decisions."

The National Career Development Week, beginning Nov. 7, is an additional program to "show students all of the avenues open to the particular career they

have chosen," she said.

"We tried to target days to bring in professionals from different fields," she said.

Monday will spotlight Health and Human Services with a career fair.

Wednesday will feature a panel presentation entitled, "Focus on Business and Industry Careers."

See Counseling

Page 16.

Graduate Programs - Health Sciences University of Illinois - Urbana/Champaign Fall, 1989

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Laura Robinson, Ph.D.
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Search

From Page 3.

they fit that character," she said.

After students have accomplished this first step, Paradis said they must then research the type of job they might be interested in.

Resources for information, she said, include an information interview at the company with the prospective employer, talking to University faculty members involved in the area, talking to employees at the prospective company or workers in the field of interest or working in internships or co-ops.

When applying for a job, Paradis said students should relate their past experience with goals or operations of the workplace.

Individual strategies such as personal networking and searching the want ads of newspapers can help students find jobs, she said.



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Resumes: 1st impressions

By Kathy Fox

One never gets a second chance to make a good first impression. Keeping that in mind, the organization of a resume is critical in making a good impression, obtaining the employer's interest and later securing an interview for possible employment.

The purpose of the resume is to demonstrate potential by accurately illustrating experiences, skills and major accom-

plishments in an influential manner.

Although a resume is not usually longer than two pages, it must have enough information to provide an extensive summary of a person's qualifications and career ambitions.

Gathering personal information about academic standings, extracurricular activities, community involvement and work experiences are the first steps in organizing the summary. Paying particular atten-

tion to dates and times is also an important factor.

As a person is reviewing background and personal information, he or she should examine all possible job opportunities available in his or her area of interest.

This information can be obtained through research, professional seminars

See Resume
Page 7.

December grads have edge in employment

By Laura Spitzer

Career opportunities are available throughout the year, although December graduates may have an edge over those graduating in May, said the director of

See Grads
Page 8.

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Sports not limited to 'field'

Ex-athletes are productive in related jobs

By Julie Wallace

For many students, the childhood dreams of someday becoming a professional athlete do not materialize but the illusions sometimes are transformed into productive careers in other sports-related jobs.

At the University, several programs offer students the chance at working with athletes or in other positions in the sports world.

Janet Parks, chair of the University Sports Management Division in the School of HPER, said there is now a growing number of sports management schools opening — giving students new avenues to the career field.

"There are now over 100 schools offering undergraduate or graduate programs for sports management," Parks said, adding that anyone considering a major in sports management should examine the school's offerings carefully.

"You have to look at the curriculum and make sure the school has a very strong business aspect," she said. "Business is very, very important."

In the Sports Management Division, there are five options for majors to choose from, she said. The options are:

☐ Option 1: Fitness Specialist



Photo illustration/Susan Schulz

Many athletes can make productive careers off the field. College athletics isn't the end for people who desire careers in sports.

- ☐ Option 2: Sports Information, Marketing and Promotions
- ☐ Option 3: Sports Administration and Management
- ☐ Option 4: Sports Specialist
- ☐ Option 5: Aquatic Specialist

Parks said despite the specialized angle of the options, graduate in any of the sports-related tracts may find themselves in a number of positions.

"To me, the most important context is that there should not be a direct line from careers to undergraduate degrees. Undergraduate degrees are broad," she said.

Parks said sports management majors are required to take a broad course curriculum, practicums and internships to enhance their marketability after graduation.

"We try to combine knowledge of business with sport and fitness," she said. "Among the courses are sports facility management and planning, computer utilization and legal issues involving sports."

The division does not operate a job placement service for its graduates but instead encourages them to use the University Placement Service — despite the fact that many of employers do not use on-campus recruitment.

"Usually they (graduates) will hear of jobs through networking — it is the number one way to find jobs in the sports

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See Sports
Page 7.

Resume

From Page 5.
or lectures, speaking with experts in a particular field and internships or volunteer work.

The content of the actual resume should be broken up into categories relating to personal identification, career objectives, educational background, work history experience, activities or interests and references.

Personal identification including full name, temporary and permanent addresses and home and business telephone numbers should be placed at the top of a resume.

The career objective allows a person to express his or her career aspirations and ambitions. This section should contain the person's desired position and skills.

In addition to the name and location of a person's college or university, his or her degree, major and date of graduation are important factors to present in the education portion of the resume.

Work experience should be arranged in reverse chronological order. Job titles of positions held, employers, locations and dates of employment should also be listed.

In some instances references need not be noted on the resume. Some fields, however, request that they are. References can be listed on an additional sheet, application or listed on the resume as:

References available upon request.

After gathering personal information, a decision on format must be made. Three major formats used by college students are the chronological, functional, and combined formats.

The chronological format arranges employment history in chronological order, highlighting past employers and emphasizing job titles and duties.

Sports

From page 6.

field," Parks said, adding that the division posts available positions when notified about them.

While two-thirds of graduates aiming at sports-related careers are successful at obtaining jobs in the field, students aiming at a career as a professional athlete are less likely to be successful, according to Budd Thalman, associate athletic director for communications at Penn State University.

Thalman, who was formerly the vice president for public relations with the Buffalo Bills, said his best advice for students wanting to make it as a professional athlete is to "finish what you are doing now."

"You really should have something to fall back on," he said. "Don't look at pro sports as a lifetime occupation. The number of people who actually play five years is limited."

Thalman said while some students make it into the athletic arena, the number of those who try and fail is far greater — and those are the people who need to be educationally-ready for another career.

"If you are a great athlete, you'll make it but you should prepare yourself," he said. "The day you would be without a job will arrive much sooner than you think."

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Grad prepares for future

By Debbie Hipple

Like any other graduate student on campus, D. Jason DeSousa is trying to get through graduate school to prepare for his future.

In doing this, DeSousa has to work to receive his degree in the Department of College Student Personnel.

Choosing from departments such as Residential Services, Greek Life, Counseling and Minority Affairs, DeSousa chose the Office of Minority Affairs to complete the hours of practical experience needed to graduate in May, he said.

As a student in the Department of College Student Personnel, DeSousa is "pre-

paring for professions in any college or university," he said.

"My goal is to someday be a president of a university," DeSousa said.

Graduating from Morgan State University in Baltimore, Md. in 1987, he was encouraged to attend the University because its two-year program "is one of the best in the country," he said.

The program DeSousa is involved in isn't much different than the undergraduate program he went through at Morgan State University, but the requirements for graduation are more difficult, he said.

Right now he's working on his thesis for May commencement.

When he graduates in May, DeSousa will have jobs such as director of student activities, university activities and all student affairs positions to choose from.

"We're (graduates of the program) not just tied into one area in this field," DeSousa said.

Job placement doesn't seem to be a worry, he said. Because of his experience in the field, not his race, graduation should lead to a position shortly.

"It won't be a problem, not because I'm black, but because I'm qualified and I can do any kind of job (in the field)," he added.

Programs aid search, placement

By Debbie Hipple

In today's world, finding a good paying job that is enjoyable is difficult to find.

Generally, students want a job that will allow them to live comfortably and minority students feel the same way. Jack Taylor, assistant vice-president at the Office of Minority Affairs, said.

"They want jobs where the money is, just as others do," Taylor said.

Although the distribution of minority students is spread out as far as majors go at the University, a majority are enrolled in the College of Business Administration, Taylor said.

"Twenty percent are in the College of Business Administration," he said.

Among the popular careers, accounting, computer science and sales are at the top of the list, he said.

Many others elect to enter fields such as chemistry, biology, social work and education, although there are no specific areas in which minority students dominate at the University, Taylor said.

See Minority
Page 13.

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Grads

From Page 5.
Placement Services.

Joann Kroll said that there are no major shortcuts or disadvantages in finding a job for December graduates, although "they might be slightly advantaged because there are fewer graduates competing for jobs during the winter months."

Kroll also stated that all companies work in cycles so the hiring and firing depends on the company, not the time of year.

Dr. Andrew Kerek, Dean of the College of Arts and Sciences said "Because business and government operate year-round and are not on an academic calendar, there are more opportunities in December because there are fewer graduates."

He added that although December graduates do not have any difficulties in finding employment, they have to go through the same channels as May graduates to seek out available jobs. "The challenge awaiting any job hunter involves the same set of career search tasks," Kroll said.

According to 1984 edition of "Ohio Labor Market Information" by the Bureau of Employment services, national unemployment rates were approximately the same during both times of the year.

Gavarone finds 'Spot' in BG



Photo illustration/Paul Vernon

Jim Gavarone (left), a co-owner of Mr. Spot's, helps prepare one of the specialty items offered at the restaurant. Gavarone is a former student of the University.

Preparation key in restauranting

By Scott R. Whitehead

Do you lack experience? Are you prepared to make a multitude of mistakes? Does the idea of losing money excite you? If you answered yes to any of these questions, then starting your own business may be for you.

Jim Gavarone, the owner of Mr. Spot's, at 125 E. Court St., said he and a friend opened the restaurant about three years ago on a whim, and he now considers the venture a bona fide success.

"I had less than a semester to go in school here and a friend of mine called me one day and said he hated what he was doing and I said the same thing, so we decided to give the restaurant business a try," Gavarone said.

Collecting their total assets of less than \$10,000, Gavarone and his partner Jim Kelley, jumped into the business world

See Spots
Page 13.

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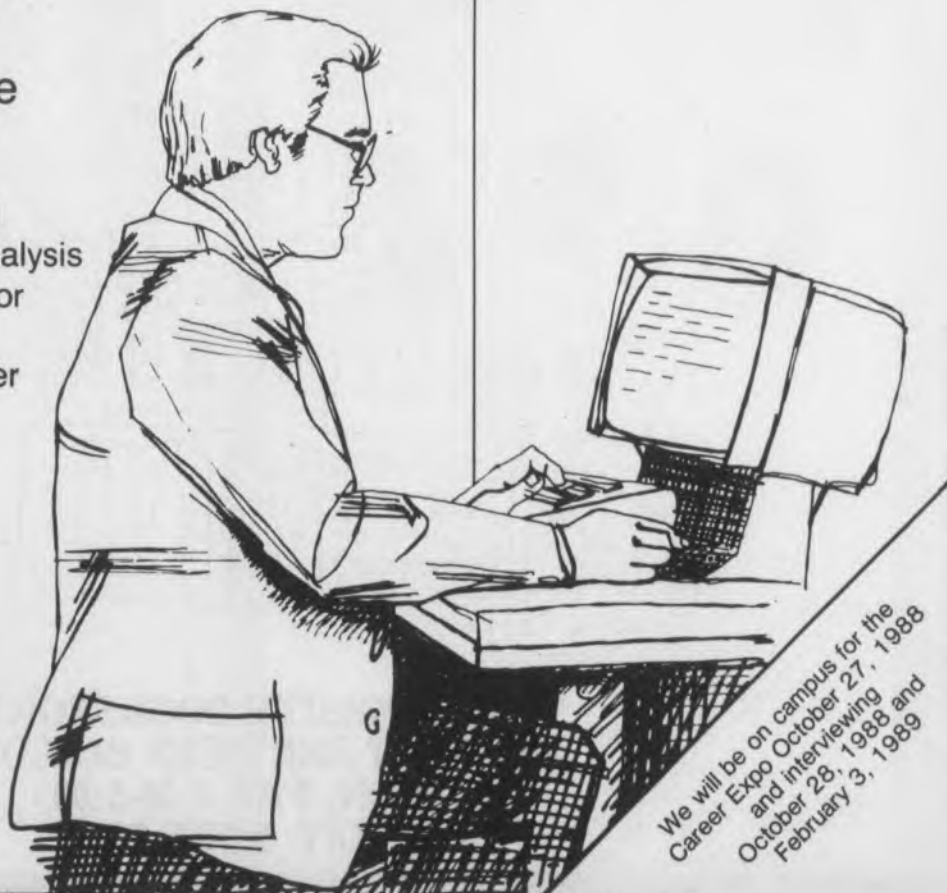
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Class offers help in career choices

By Angie Blandina

The University offers two specialized classes for students undecided about their majors.

Cindy Colvin, assistant director for academic enhancement in pre-major advising, described the classes as stages in a career search.

Colvin said one course, CAO 131, is offered every semester to freshmen as the first stage in the search. Students in this class learn to assess themselves in order to find out their skills, interests, and values, she said.

"Students often pick majors without really looking at who they are and these

classes help them to find that out," she said.

Colvin said many women especially are geared toward the traditionally female careers and are often unaware of the options available to them.

"Nowadays a woman can be competitive in virtually any field, and it's important that she realizes that," Colvin said.

This spring a new course, CSP 480, will be offered. Colvin said the class, which requires sophomore standing, is the second stage in the process.

See Class
Page 16.

Educational 'audit' assures graduation

By J.O. Wadley

When a student becomes a senior, his first thoughts are usually completing several classes, graduating, getting a job and going into the "real world." Students also ought to consider getting a senior audit with their academic advisors to ensure course requirements are met before graduation.

Senior audits are not required, but it could mean the difference between receiving a diploma on time or spending an extra semester to take one or two courses to fulfill graduation requirements.

Mary Ellen Ritts, director of program services in the College of Technology, said

students receive a notice from the Registrar during the senior year about getting an audit.

She said the student contacts his academic advisor to lay out the last year of the program and to check courses the student has taken. Program services double checks the course requirements list.

"If something is missed, the student can remedy it," Ritts said about those who have an audit.

Some students come in as early as their junior year and some wait until the final semester, Ritts said.

See Audit
Page 15.

FOR CAREERS WEEK

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Service matches jobs and students

By Jeff Batdorf

Over 50,000 jobs nationwide are being offered to students annually, said JoAnn Kroll, director of the University Placement Services.

She said 3,400 students and 1,000 alumni use this service every year and this allows 35 percent of them to get jobs.

"Our message for students is to begin the career search process early," Kroll said.

Students should register with the service six to eight months before they graduate, so they have a job available to them after graduation, Kroll said.

She said the placement service has a variety of ways to help students find the jobs they want.

According to information released by the University Placement Services, employers from businesses, non-profit organizations, schools, human services and government departments conduct on-

campus interviews with students from October through May.

Kroll said 8,500 on-campus interviews were conducted by 826 recruiters last year.

Students can also check job listings, posted by occupation, in Room 347 of the University Placement Office.

One hundred new organizations are added to our list every year, Kroll said.

According to the released information, staff members also refer student credentials to employers upon request.

"We enjoy an outstanding reputation with employers," Kroll said.

The placement service also has counselors who teach students career development and employment searching skills.

"We help students look for professional employment or admission to a graduate school," Kroll said.

See Jobs
Page 12.

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Jobs

From page 11.

Mock interviews, presented by placement services, also help students improve their interviewing skills and techniques.

Kroll said placement services will sponsor

10 job fairs and career days this year and also hold four seminars that teach interviewing, resume writing, job hunting and career searching skills.

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Photo Illustration/Eric Mull

Dressing successfully makes a good impression on future employers.

Color, softer lines new office dress

By Pam Moore

Dressing for success is the big question for fashion consumers, but today — more than ever — men and women are not only dressing for their success, but for making themselves feel good.

Anne R. Rogacki, Home Economics instructor, says "dressing for the job interview could mean success for the appli-

cant, but after the interview individuals dress to their own style." Of course, the dress of an individual depends on the job position held. Compare two individuals, one who works in the education field and one who works in the business field.

Rogacki said, "the individual

**See Dress
Page 15.**

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Minority

From page 8.

However, getting to those fields is more difficult. One University program can aid in the process from school to career, though.

To help prepare for the future, the Counseling and Career Developmental Center, the University Placement Office and Minority Programs and Activities will be sponsoring a program to help minority students find a job.

The "Minority Career Search Experience" is a program where minority students can talk to professionals in their field of interest and find out if they really want to try to get into it, a John Queener, career counselor at the Counseling and Career Developmental Center, said.

"The program is geared toward the needs of minorities. . . it's the only program geared toward minorities on campus," Queener said.

During the program, Chris Bardwell, the executive director of the Minority Women's Center for Self-Development and Career Advancement, will speak on preparation and accomplishment in careers, he said.

There will also be panels discussing careers in business, education, health and human services and government.

Graduate opportunities will also be discussed at the Nov. 14 event, he said.

Spots

From Page 9.

with admittedly little experience.

"My partner had just graduated from college (BGSU) and I had zero experience. I was a history major," Gavarone explained.

He added that, at the time, he still had one more semester until he graduated from the University. To this day, he still does not have that diploma.

Since the success of Mr. Spot's in Bowling Green, Gavarone and Kelley have opened a store in Ann Arbor and are considering expansion to yet another college town.

"We're not sure where we'll open the next restaurant. My partner is leaning towards Miami (of Ohio, in Oxford) and I'm leaning towards East Lansing (Michigan State University)," he said.

While Gavarone said he is not interested in selling Mr. Spot's right now, he claimed that in the past several years he has been approached more than 100 times with the offer to sell the franchise rights.

As successful as the restaurant appears today, Gavarone conceded that his business has not always done this well.

"At first, we made a lot of mistakes and every mistake probably cost us \$1,000. When you're making thousand-dollar mistakes, you learn really fast."

Gavarone added that, despite his story of profit and success, it is not easy to make it in the business world. He offers a suggestion:

"The first thing to do is finish school — then make sure you're exceptionally prepared. You really have to be serious about it to be successful," Gavarone said.

Interns have career edge

By Elizabeth Masturzo

Although grades are an important determinant in getting a job, experience is the key factor. Experience is easy to gain at all sorts of levels. Where to look for the work is an easy question to answer.

Internships are available for various fields of study, such as media, public relations, and sport management. In addition to each faculty member's personal knowledge of availability, a board outside the Journalism office houses posted internship positions.

Bob Byler, general internship coordinator, suggests checking into specific areas of interest by looking through spe-

cialized magazines or the Gale Research Directory.

Byler also encourages intern applicants to prepare a resume. He suggests including the intended course of study, a minor and other acquaintances with life. This helps to show the employer that the applicant is organized and has thought through goals. Bringing the University's Internship policy statement is a good idea in case the establishment is not familiar with it.

Diane Larson, a 1983 University graduate and anchor on the Toledo Channel 13 News suggests "to go beyond the required internship hours." She said that it is better to start out small and do everything possible. That means to try various

positions from editing and writing, to carrying material to different locations. This gives a broad range of experience and a sense of respect for how different operations are run.

Larson also strongly recommended to get involved before internships. Many media productions are willing to accept volunteers in order to give them the needed experience. "Start at the lowest level station which can't afford to pay a lot of money; the free help is a supplement," said Larson. Having been on both ends of the stick, Larson said that as an in-

See Interns

Page 16.

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Some unusual careers NASA, diamonds appeal to majors

By Beth Church

Undergraduate majors such as philosophy and physics may not seem practical to students majoring in fields like law, medicine or education. However, many jobs are available to graduates of these uncommon majors, according to two department chairs.

"Most of our graduates find work at high-tech industry firms or the government, such as NASA, the Harry Diamond Lab or in Silicon Valley. Surprisingly enough, very few become teachers," said Robert Boughton, chairman of the physics department.

Boughton said physics, which is the science concerned with the motion of bodies ranging from the subatomic to the cosmic, offers jobs dealing with design and analysis.

"Currently, we have a lot of people working for research-development teams," he said.

Graduates often must move away because of the few high-tech industries in this area of the country, he said.

Boughton also said he wanted to dispel the attitude that you have to be a genius to be a physicist.

"Naturally, you have to work hard, but, in general, you just need to be curious about nature," he said.

Curiosity is also a good quality for philosophy majors, according to Tom Attig, chairman of the philosophy department.

"Philosophy is a very challenging program. Students need to be academically

See Unusual Job
Page 16.



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Audit

From page 10.

Richard Field, part-time assistant professor of music education, said he encourages music majors not to wait until the last minute.

But it is possible to graduate without an audit. Some students have been fortunate enough to graduate without it because they kept good records, Field added.

Students, however, must complete a graduation audit several weeks before graduating. Ritts said she cannot be com-

passionate when students must spend an extra semester to fulfill requirements when they did not seek an audit.

Ritts added, "It could have been avoided... but sometimes it does happen."

Another reason to seek an audit is the possibility of losing credit. Ritts said sometimes students don't realize that they lose credit if they take a 100-level course as a senior.

Dress

From Page 12.

who works in the business world will dress more conservative. Business-dressing is more conservative for both men and women, but there seems to be more color being used."

Rogacki said that "today, women want to appear more feminine, but

yet want to appear capable of doing their job. The accessories: belts, ribbons, scarfs, ties and necklaces are very important this season and lets clothing be creative. Women's clothing is appearing softer, with less shoulder pads and longer skirts."



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Counseling

From Page 4.

Thursday offers a program showing education majors the other fields open to them besides teaching.

To find out more about these programs — including when and where they will be held — Harrington said students should watch for upcoming announcements in *The BG News*, on-campus, or call the Counseling and Career Development Center.

Although a few of the programs can help students decide what they wish to major in, Harrington said that they can help students who have declared their major, as well.

"If the student has made a career decision, the programs are an opportunity to talk to professionals in the same field so they can learn to make themselves more marketable."

Roman Carek, director of the Counseling and Career Center, said that the programs will help students to remain focused on their career goals.

"It is easy to get caught up in the student life; the programs we are offering should help to remind students that college is really the means to a bigger end," he said.

Class

From page 10.

"This class is for students who have narrowed their choices down to three or four areas," she said.

Colvin said the class focuses on resume writing and interviews, and features an eight to 10 week unpaid internship.

Interns

From page 13.

tern, things seemed much scarier than they actually were.

Once inside a desired position, either as a volunteer or intern, Larson suggests that it is better to give what you can offer, not wait around to be taught. "Interns shouldn't ask 'What are you going to teach

me, but what can I do for you?'"

Byler and Larson both agreed that the intention of an internship is not to be a full time job, but to gain experience. Byler said "Some employers discourage it (the full time job idea) because they don't want the commitment or don't have the openings."

Unusual Job

From page 14.

adventurous and open-minded — flexible to considering alternative ideas and opinions," Attig said.

He said holding a degree in philosophy enables a student to look for any job where employees need to be capable of critical thinking, capable of dealing with value-related issues and can bring new perspectives to the workplace.

Because it is not possible to be a philosopher in the strict sense of the word, Attig said he advises students to follow an undergraduate philosophy degree with a master's or doctoral degree.

"We believe philosophy majors do well when they go on to study in areas such as law, business, science or religious studies," he said.

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